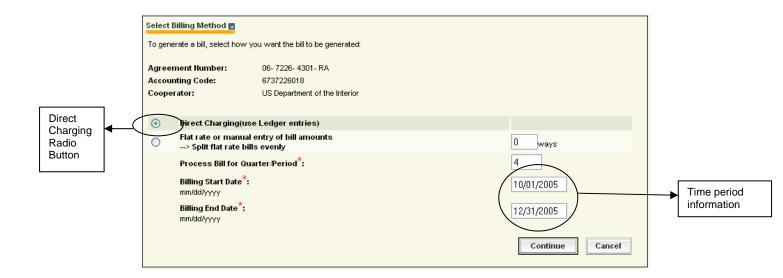
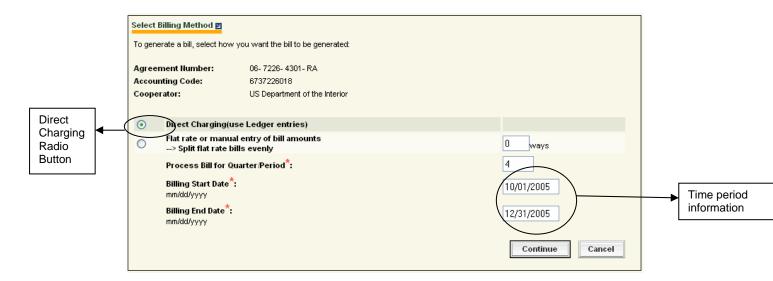
AGREEMENT BILLING - DIRECT CHARGING

- Similar to flat rate billing.
- Except:
 - Amounts taken from selected obligated Ledger Items instead of manually entered through Dollar Allocation.
 - Need to have obligated Ledger Lines within billing dates with agreement number.
 - Ledger Item can only be billed once. Will not show up in list of billable items unless previous bill was reverted.



Steps:

- 1. Select "Direct Charging" radio button
- 2. Enter Quarter/Period for this Bill.
- 3. Enter Start and End dates.
- 4. Click "Continue"



- If Ledger Lines were found, the list of matched items will be displayed for you to select from.
- Check Ledger Items you would like to bill.
- · Press "Continue" once done.



if no obligated Ledger Lines are found within supplied date, this screen will be displayed



- · Screen similar to Flat billing
- Categories from Ledger Lines cross referenced from Bill Categories
- · Amounts not editable from Bill
- Admin charges editable
- · Rest of the flow is the same as Flat Charging

